Offer Letter of Early Internship

15th June 2024

sicelokayisa@gmail.com

Dear SICELO KAYISA,

We are thrilled to extend this formal offer of an early internship position with Excelerate for the role of Data Analyst. It is with great enthusiasm that we welcome you to our organization as a valued member of our team. Excelerate has a long-standing commitment to fostering talent, and we are confident that your dedication, passion, and eagerness to learn will make a significant contribution to our team and provide you with an enriching experience. This offer letter outlines the terms and conditions of your early internship, as well as the exciting opportunities that await you during your tenure with Excelerate.

As an **Data Analyst** intern, you will help us make data driven recommendations to our partners, while reporting to your assigned **Associate(s)** during the duration of your early internship.

TERMS AND CONDITIONS OF APPOINTMENT

1. **Designation** : Data Analyst
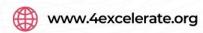2. **Place of Work** : Remote
3. **Type of Position** : Early Internship
4. **Date of Joining** : 17th June 2024
5. **Date of Ending** : 17th July 2024

Essential Functions of this Early Internship:

- Clean and prepare raw data for effective analysis
- Conduct statistical analysis to extract meaningful information
- Assist in creating clear and concise reports and charts to present findings to relevant stakeholders
- Design audience appropriate data presentations that align to best practices for data visualization

1. **Skills and Experience:**
- Highly motivated, able to work independently and manage multiple projects
- Time management and planning skills

- Strong leadership and interpersonal skills
- Ability to motivate and foster team collaboration
- Excellent communication skills
- Strong presentation and persuasion/influence skills

2. **Termination of Early Internship Service:**
   - Delayed or no submission of deliverables can lead to the termination of the early internship.
   - During this early internship, if there is an instance of violation of the company's code of conduct, the management reserves the right to immediately terminate your early internship.

3. **Resignation by Exceller:**
   - Uninformed absenteeism in meetings and unresponsiveness without any prior notice by mail to the Associates for two weeks and above will be automatically considered as voluntary resignation from this early internship.
   - If you wish to resign from this early internship before the completion due to any circumstance, it has to be notified by mail to the assigned associate (CC- talent.management@4excelerate.org) at least a week before resignation.

4. **Completion of the Early Internship:**
   - Throughout the early internship you will be evaluated on a 360-Degree evaluation process by your managers and peers. Successful completion of the early internship will be subject to meeting the eligibility of evaluation criteria which would be shared in detail during your orientation meeting.
   - On completion of the early internship, and fulfilling all the prerequisites i.e., being active for all the 4 weeks of the early internship, submitting all the deliverables within the deadline, submitting the feedback and reflective video, and fulfilling the 360-Degree evaluation criteria, you will be provided with a completion certificate, and badge. Please note that there is no monetary compensation for the Virtual Early Internship. Upon successful completion of the early internship, you may receive a scholarship redeemable at the supporting partner institution.

You are required to join the **Onboarding Meeting scheduled for 17th June 2024**, failing which this offer will stand withdrawn. If this offer of early internship is acceptable to you as per Terms and Conditions mentioned above, you are requested to return the duplicate copy of the offer duly signed by you on all pages as a token of your acceptance, failing which it will be presumed that you are not interested in this offer.

Sincerely,
Bijoya
Talent Acquisition Manager   **Your Signature with Date**
Excelerate